

## Create and use speech recognition user profiles


This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.

Speech recognition user profiles store information about how to recognize your voice. You can create profiles for multiple users on the same computer. You can also create additional profiles for yourself when working in environments with different levels of noise or using different microphones.

### ▼ Create a new profile

1. On the Microsoft Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click **Speech**, and then click the **Speech Recognition** tab.
3. Under **Recognition Profiles**, click **New**, and follow the instructions in the Profile Wizard.

### ▼ Select a profile for the current user

1. On the **Language** bar, click **Speech Tools** .
2. Point to **Current User**, and then click a profile.